



National Finance Center Customer Notification

Date of Notification: June 24, 2011

Subject: NFC *EmpowHR* Export / Import

Database/Customer(s) Affected: All *EmpowHR* Customers

Dear Customer:

On Monday, June 27, 2011, *EmpowHR* system improvements by Business Management Corporation's Control-M software will be implemented. These changes are as follows:

1. The timing of the *EmpowHR* evening export for Department of Homeland Security (DHS) data will be changed from 4:00 p.m. to 5:30 p.m. Central Time.
2. The timing of the *EmpowHR* evening export for Library of Congress (LOC) and Government Printing Office (GPO) data will be changed from 4:30 p.m. to 5:30 p.m. Central Time.
3. The *EmpowHR* imports for DHS data from the Mainframe will begin once the Personnel Input Edit System (PINE) schedule completes for CV08.
4. The *EmpowHR* imports for U.S. Department of Agriculture (USDA), LOC, and GPO data from the Mainframe will begin once the PINE schedule completes for CV05 and CV06.

There will be no change to the *EmpowHR* evening export for USDA data. It will remain at 5:30 p.m. Central Time.

These system improvements will provide *EmpowHR* clients additional time for processing of Personnel Action Request and Payroll transactions. *EmpowHR* documents processed until 5:30 p.m. Central Time from Monday through Friday will be included in the transactions processed in PINE for that evening.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Questions regarding this notification, please contact the *EmpowHR* Help Desk at 1-888-367-6955 or via e-mail to nfcempowhr@usda.gov.

KJS/M6-11-117

"Tip of the Week"

Agencies are reminded to enter their requests for manual payments/adjustments on the Manage Adjustments screen in SPPS Web and their written inquiries on the Manage Inquiries screen under Inquiry in SPPS Web. This will ensure the timely processing of these requests.